

Vendor Inquiry Payment Electronic Reporting System

FMSIC Annual Conference: April 26, 2000 Jeff Payne - DOE; Roy Settle - SAIC



Background - Why Vipers?

Increase in Electronic Payments due to EFT legislation

Increased vendor calls due to inability to identify electronic payments

Multiple invoice payments and contract/purchase order payments combined into one payment

Interactive Voice Response system not providing solution

DOE contemplating major upgrades to IVR for estimated \$100,000



Alternatives

Change payment EFT format to CTX from CCD+

Treasury PAID system - Payment Advice Internet Delivery



Solution - Vipers

Developed in house at minimal cost - \$10,000

System easily modified to meet vendors needs

Vendor researches payments quicker DOE staff time used on other tasks instead of routine vendor payment questions



Vendor System Requirements

What the vendor needs:

- Internet Access
- Browser capable of doing 128-bit SSL encryption

URL

http://finweb.oro.doe.gov/vipers.htm



VIPERS System Requirements

Microsoft Windows NT Server 4.0 Service Pack ² or higher

Microsoft Windows NT Internet Information Server (IIS)

WebLink from MBFOSTER and Associates

 Provides 32-bit ODBC access from IIS to host system using standard SQL

Server Digital Certificate (provided by VERISIGN)



Logon to VIPERS Red

Request Access

Welcome to the Oak Ridge Financial Service Center (ORFSC)

Vendor Inquiry Payment Electronic Reporting System (VIPERS)

The ORFSC processes payments for the following Department of Energy sites:

National Energy Technology Laboratory, Morgantown, WV and Pittsburgh, PA
Oak Ridge Operations Office, Oak Ridge, TN
Office of Scientific and Technical Information, Oak Ridge, TN
Ohio Field Office, Miamisburg, OH
Richland Operations Office, Richland, WA
Rocky Flats Field Office, Golden, CO
Savannah River Operations Office, Aiken, SC
Strategic Petroleum Reserve Project Office, New Orleans, LA



ERS ensures Federal and vendor secure access to view status of invoices for wor ces performed for the sites listed above. The system provides quick and easy accestorical and projected payment information that can be searched by DOE act/purchase order number, by vendor invoice number, or by the date payment vesited into a vendor banking account.

use of this system requires a browser capable of doing 128-bit SSL encryption. I nsure of your browser's capability, contact your systems support person or brow or.

ICE: This system is for use by the DOE and authorized DOE vendors/contractors by others is prohibited and is subject to criminal and civil penalties. Access to the major is monitored.



Request Access Screen

PIN Re	quest Form
Tax Id Number:	
Contact Name (First, Last Name):	
Business Phone:	
Proces	s Request

All information above is required. The information will be used to verify access.

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If PIN Already Assigned to Vendor

his Tax Id already has a PIN assigned.

lease contact the responsible person for your site:

'ontact Name: Wile E. Coyote

hone Number: (123) 456-7890

you need a new PIN assigned or would like to speak to a DOE contact

erson call:

mily Guffey 365) 576-9513 uffeye@oro.doe.gov



Logon to VIPERS

US Department Of Energy

Welcome to the Oak Ridge Financial Service Center (ORFSC)

Vendor Inquiry Payment Electronic Reporting System (VIPERS)

Vendor TIN	
Vendor PIN	
Authenticate m	е



Logon to Vipers TIN/PIN Accepted

CME MANAGEMENT ITERNATIONAL, LLC 5 ROADRUNNER STREET DYOTE, WY 86571

Report

On Invoice

On Paid Date

On All Invoices

PO/Contract#

CR40652

CR46025

VX25065

200

CC45610

CX52999 CX46592

46PEN3005

46PEN3005

M6PEN4022

46PEN5009

M6PEN6300

MEDENTAGE

System Use Instuctions

You may select invoices by DOE PO/Contract number or if you know your invoice number, click or the <u>By Invoice</u> link on the left side of your screen. This link will try to locate your company's specific invoice number.

If you cannot locate the information by invoice number, click on a DOE PO/Contact number. These links will display all invoices for a particular PO/Contract.

The By Paid Date feature can be used to locate all invoices associated with a payment.

Notice:

The last seven characters of the PO/Contract# on the left should correspond to the last seven characters of the DOE contract/purchase order number.

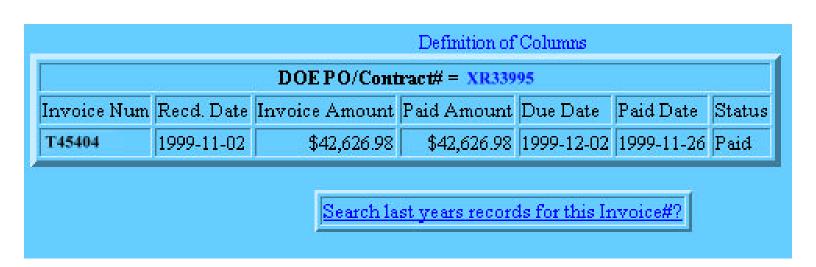


On Invoice Invoice Prompt & Report



When "On Invoice" is selected, the system prompts for an invoice number





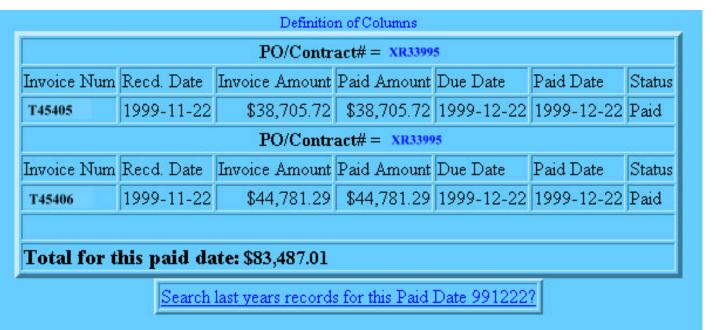


On Paid Date Date Prompt & Report

Report
a Invoice
a Paid Date
a All Invoices

When "On Paid Date" is selected, the system prompts for a date in Year - Month - Day format.







All Invoices Report Options - Paid

Report

On Invoice

On Paid Date

On All Invoices

"On All Invoices" is ed, the system ids with a report screen

Report Options

✓ Paid invoices

☐ Received but not paid invoices

☐ Cancelled invoices

☐ Rejected invoices

☐ Rejected invoices

☐ Invoices

☐ DOE PO/Contra

Select report and sort options then click on "Generate Repo

Generate Report



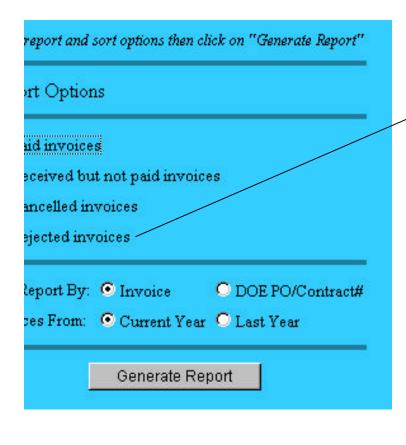
Sample Report

	Definition of Columns								
DOE Current Year									
D/ ontract#	Invoice Num	Recd. Date	Invoice Amount	Paid Amount	Due Date	Paid Date	Status		
XR22761	T45402	2000-03-07	\$121,751.65	\$121,751.65	2000-04-06	Ti e	Sent to Treasury c 2000-04-03		
XR22995	T45404	1999-11-02	\$42,626.98	\$42,626.98	1999-12-02	1999-11-26	Paid		
XR33995	T45404	1999-11-22	\$38,705.72	\$38,705.72	1999-12-22	1999-12-22	Paid		
XR33995	T45404	1999-11-22	\$44,781.29	\$44,781.29	1999-12-22	1999-12-22	Paid		
XR33995	T45404	1999-12-07	\$41,275.80	\$41,275.80	2000-01-06	2000-01-03	Paid		
XR33995	T45404	2000-01-07	\$113,384.89	\$113,384.89	2000-02-07	2000-02-02	Paid		
XR33997	T45404	2000-01-24	\$30,298.35	\$30,298.35	2000-02-23	2000-02-17	Paid		

All contracts are hypertext linked. Clicking on the PO/Contract number will display a contract only report.



All Invoices Report Options - Rejected



If the rejected option is selected and no rejected invoices are found

No entries exist for Vendor 987654321 with this selection of

You have chosen the following report options:

All rejected invoices

Click your browsers BACK button for the report menu.



PO/Contract# Selection & Report

O/Contract#

340652

346025

C25065 C45610

(52999

¥46592

6PEN30

6PEN30

6PEN4022

6PEN5009

6PEN6300

CDENTAGE

Pointing to Contract with Mouse to select link

	Definition of columns							
PO/Contract# = KX46592								
Invoice Num	Recd. Date	Invoice Amount	Paid Amount	Due Date	Paid Date	Status		
66	1999-12-06	\$214,360.04	\$214,360.04	2000-01-05	1999-12-30	Paid		
65	1999-11-08	\$119,154.41	\$119,154.41	1999-12-08	1999-12-03	Paid		
64	1999-10-12	\$232,826.67	\$232,826.67	1999-11-12	1999-11-08	Paid		
63	1999-09-13	\$144,913.76	\$144,913.76	1999-10-13	1999-10-20	Paid		
70	2000-03-31	\$125,683.93	\$0.00	2000-05-01		Received		
69	2000-03-10	\$139,559.75	\$139,559.75	2000-04-10		Sent to Treasury on 2000-04-04		
68	2000-02-07	\$155,302.90	\$155,302.90	2000-03-08	2000-03-03	Paid		
67	2000-01-06	\$176,855.74	\$176,855.74	2000-02-07	2000-02-02	Paid		
Search last years records for this PO/Contract?								